

SAN JOAQUIN COUNTY CHILDREN AND FAMILIES COMMISSION

MEETING SUMMARY

*Public Health Auditorium
1601 East Hazelton Avenue
Stockton, CA 95202*

Thursday, May 10, 2001 – 7:00 a.m.

(Approved June 14, 2001)

1. **Meeting was called to order by Chair Mitchell** at 7:10 a.m. Commissioners Flenoy-Kelley, Gutierrez, de Polo, Vera, Vice-Chair Fujii and Chair Mitchell were in attendance. Commissioner Adubofour arrived late and Commissioner Snider was excused. Chair Mitchell asked that it be noted that they had a quorum.
2. **Approval of Minutes for April 12, 2001.** *Motion: Approve minutes of meeting of April 12, 2001. (Fujii/Vera - Motion carried 4-0 Commissioner Gutierrez abstained)*
3. **Program Coordinators (PC) Report Highlights**
 - PC introduced the new Program Assistant, Isabel Mata, and welcomed her to our program.
 - The state has a two hundred million dollar School Readiness initiative and is looking at schools with low API scores. The goal is to work in the communities, with the families, to help equip the children for success in school.
 - Gary Dei Rossi (County Office of Education) has applied to the Board to become a Commissioner and his prospective appointment is on the agenda for May 15th. He is from the 5th district.
 - The PC report gave the upcoming dates for State Commission meetings highlighting the kick off for the Kits for New Parents is slated for the meeting in Los Angeles in July, 2001.
 - PC made a request to Commissioners to advise her on what kind of information they would like to see and hear in the Commission packets and in her reports.
 - On May 15, 2001, 10 of the 11 Rnd 1 contracts recommended for funding, were approved and signed by the Board of Supervisors. It is expected that the 11th contract will pass next week after some

questions have been answered for a Board member. The first contractor orientation is to be held on May 25, 2001.

Commissioner de Polo asked for more details on Safe from the Start coordinating with the Children's Commission. Beverly Hunter, S.J. Office of Education, replied with information on a June 4th Children's Symposium focused on the effects of child abuse that the Children's Commission is sponsoring. Extended invitation to all to attend.

Commissioner Gutierrez suggested a communication sheet that Commissioners could request specific information instead of giving everybody everything.

Commissioner Adubofour asked what the State Technical Assistance Training center is offering, PC stated the State Commission has a Technical Assistance center as does the ED Association, with ongoing discussion on which agency will be performing which specific service (re TA).

4. Planning Committee Report

Commissioner Vera advised that there were no action items discussed at the April 20th meeting. Per the meeting summary, most of the time was spent discussing the strategic plan process; 1) role of community involvement, 2) public meetings and 3) general planning issues (see April 20, 2001 Planning Committee Meeting Summary).

Commissioner Flenoy-Kelly asked about the information on the service mapping that Joan Richards brought up at the last meeting, PC advised it had been mailed out, but hers was returned and had been re-mailed.

Commissioner Adubofour discussed the importance of public awareness and the role of individual contractors and would like to see the marketing plans of the contractors as part of the funding decision process.

Chair Mitchell clarified that there are two different issues: public awareness of services and general recognition and knowledge about Prop. 10, they are connected but different. The discussion centered more around community engagement in our planning process as well as general public awareness. How can we get more meaningful community engagement in our planning process? Holding large community meetings had varied success with minimal attendance and participation in the past. We need to find some other ways to involve the public in our strategic planning.

Commissioner Vera acknowledged that services are being provided and the contractors do have outreach plans as part of their contract.

Commissioner Flenoy-Kelly believes one issue relates to publicity and the other relates to outreach. As a Commissioner she believes we are responsible for public notification of the funding process, listing who has been funded, and that news of the Commission activities would benefit the service providers.

Commissioner Gutierrez added that this Commission has done a commendable job at attempting to get the word out about our funds and hopes the community feels the same way, but there are ways to leverage what's already out there to do even more.

Commissioner Adubofour asked for a clarification on the RFP as regards to outreach and publicity. PC assured the commission that there are specific requirements that address marketing, outreach, client retention and publicity, plus the Kits for New Parents will have our logo printed on them which will provide additional publicity to the Commission.

Commissioner Vera asked for dates on the release of the Kits for New Parents. PC advised July is the release date.

Commissioner de Polo inquired about news stories since the local papers are always looking for stories. The PC advised press releases are slated for the near future. Commissioner de Polo suggested more stories than just press releases. The PC is meeting with the county Media and Communications director to work on that.

5. **Approve Program Coordinator's recommendations for funding of Mini-Grants**

The Commission set aside \$200,000 for \$10,000 mini-grants for the current fiscal year, with 16 applications received. The PC explained the handouts that pertained to the mini-grants and there was discussion on the negotiation process for the mini-grants. Commissioner Flenoy-Kelley and Commissioner Gutierrez requested copies of the full applications received. Commissioner Gutierrez asked for a final summary report after the negotiations to see the changes and final projects. Chair Mitchell stated that would be a good policy report for all the Commissioners. Commissioner Flenoy-Kelley commented on the number of requests for funds for playground equipment, the PC stated there are new state safety standards that child care facilities and schools are attempting to meet. The PC explained that part of the negotiation process is to inquire if other funding sources have been utilized to pay for the equipment to prevent the possibility of duplication of funding. Commissioner de Polo commented that discarded equipment is being collected by the Rotary Club to be distributed to facilities in Mexico, Susan Drake at E.D.D. is the contact person for this project.

The PC commented on the number of new agencies taking advantage of this opportunity and how this is a step forward in the Commission's goal to build

community capacity. Commissioner Gutierrez asked for clarification on the dollar amount set aside for the mini-grant process, the PC stated this round of mini-grants allocated \$141,000 of the \$200,000 set aside for this purpose, that the applications are submitted for quarterly review on a revolving basis and added that the mini grant applications will be updated and presented to the Commission at the next meeting for approval and will be posted on our website for easier public access.

Commissioner Adubofour requested a report that shows geographically where this equipment is being installed.

Motion: Approval of recommendations for funding of Mini-Grants (Vera/Flenoy-Kelley, carried 6-0)

6. Approve funding for Round 2 proposals

The review panel recommendations were presented to the Commission. The PC described the review panel process and clarification was given on how the review panel came to its decisions. She also shared her belief that this process is a good and impartial process and felt that the scores reflected this conclusion. Commissioners were given the list of panel members and a bulleted list of reviewer comments on the proposals not funded. Commissioner Gutierrez asked about the possibility of duplication of services the PC replied that there is a cross section of review panelists and they discuss the potential of duplication. Also collaborative opportunities and potential duplication is worked out during the negotiation process. Commissioner Flenoy-Kelley asked if agencies that were not funded because of a perceived duplication of services were notified of those agencies providing the same service, so next time they may be more inclined to collaborate with those agencies. The PC informed the Commission that the agencies not funded have an opportunity to meet with the PC and discuss these issues, with a goal being that these agencies will be in a better position to apply for the next round of funding. Commissioner Gutierrez asked if any of the proposals were written by professional grant writers. PC stated that some were but it was not indicative of getting recommended for funding.

Commissioner Mitchell asked for the disclosure process on potential conflicts of interest. Councilor Mike McGrew clarified what type of affiliation constituted a conflict of interest. Monetary contributions do not indicate a conflict of interest, but if a Commissioner is on the Board of Directors or receive a salary they should not participate in proposals from that organization. Chair Mitchell excluded himself from discussion or vote on the Public Health Services proposal for Parent Education. Commissioner Adubofour - no conflict, Commissioner de Polo – receives funding from SJC Office of Substance Abuse, declared a conflict, Commissioner Vera - no conflict, Commissioner Fujii - no conflict, Commissioner Flenoy-Kelley - no conflict, Commissioner Gutierrez - no conflict.

Commissioner Adubofour questioned if there is a map that shows where all these agencies are physically located. PC said the service mapping project will show that and clarified that Easter Seals conducts business through the corporate address in Sacramento, but services will be provided locally in San Joaquin County only.

Beverly Hunter, County Office of Education, representing local Child Care Planning Council. Although disappointed with results of the review panel, they are respectful of the process. They plan to address the points made by the panel for the next round of proposals.

Motion: Approve recommendations for Round 2 funding for Easter Seals Superior California, City of Stockton, VIVO, Women's Center, Charterhouse Center, Library & Literacy Foundation, Child Abuse Prevention Council, Lots of Tots, SJC Office of Education, and Planned Parenthood Mar Monte [excluding SJC Office of Substance Abuse] (Gutierrez/Adubofour, roll call vote; Adubofour – aye, de Polo – aye, Flenoy-Kelley – aye, Gutierrez – aye, Vera – aye, Fujii – aye, Mitchell – aye)

Motion: Approve funding of SJC Office of Substance Abuse proposal (Gutierrez/Vera, roll call vote; Adubofour – aye, Flenoy-Kelley – aye, Gutierrez – aye, Vera – aye, Fujii – aye, Mitchell – aye, de Polo did not participate)

Copies of possible options to spend the funds available for this round were handed out. While discussing these options, the PC stated that she is confident that the items that caused the lower review panel scores on the potential contractors can be negotiated and these particular proposals are directed at underserved areas. Commissioner Gutierrez thanked the PC for the presentation of the options.

Motion to approve option 2 (Gutierrez/Vera, roll call vote, Adubofour – aye, de Polo – aye, Flenoy/ Kelley – aye, Gutierrez – aye, Vera – aye, Fujii – abstained, Mitchell – aye. Motion carried 5 – 0, with 1 abstention)

Commissioner Adubofour thanked panelists for their time and asked for clarification on the negotiation process to ensure that the items that concerned the reviewers will be addressed. Commissioner de Polo expressed concern that if funding not given for full time requested, some programs may not be able to run the program they are trying to establish or could it cause other programs to be delayed. PC assured that if negotiation items are not met by the agency in a timely manner, they will not delay others to receive funds and their funding will be in jeopardy. Commissioner Vera does not think approving more proposals would cause any problems and clarified that Commission approval is just a step in the process and not the final contract. Commissioner Flenoy-Kelley agreed with Commissioner Vera.

Jose Rodriguez, Executive Director of Concilio, assured Commissioners that they are firm believers in collaboration and confirmed their willingness to meet negotiation requirements. Commissioner Fujii expressed a concern that the options presented in the handout don't meet the childcare goals of the strategic plan and offered an alternative option to allocate funds for the CARES Project in an attempt to meet the plan goals. PC advised that there are plans for childcare projects in the next round of funding.

Commissioner Vera commented that as with Commissioner Fujii he believes in the CARES Program too, and is disappointed that the proposal didn't meet the standards for funding, perhaps this topic can be a part of the new strategic plan to ensure that something happens next year in childcare.

7. Direct the Program Coordinator to submit a letter of intent to the State Commission for CARES matching funds for 1.5 million for the next two fiscal years

Commissioner de Polo suggested a subcommittee to work on the CARES project to help it along. Chair Mitchell has questions about the proposed approaches for recruiting and retaining child care providers in the CARES plan and would like more information. Commissioner Adubofour stated that he would like to see some numbers on outcomes and success of this type of program. Commissioner Gutierrez doesn't think we need to set up a committee to enhance an application for funds to make sure they get funded. Chair Mitchell clarified the intent of the matching funds and that this committee suggestion would in no way affect the RFP process. Commissioner Flenoy-Kelley suggested a presentation from someone who knows more about the CARES program, instead of creating a committee to gather information.

Joan Richards, Director of the Family Resource Center and Referral, stated that several people from the local Child Care Planning Council are gathering this information from around the state. She emphasized the need for something to help with the childcare issues in our county and that there are studies on a state level that could provide the Commissioners with more information on the CARES program.

Motion: Direct the Program Coordinator to submit a letter of intent to the State Commission for CARES matching funds for 1.5 million for the next two fiscal years (Flenoy-Kelley/Gutierrez, roll call vote, *Adubofour – aye, de Polo – aye, Flenoy – Kelley – aye, Gutierrez – aye, Vera – aye, Fujii – aye, Mitchell – aye.* Motion carried 7-0)

8. **Set additional meeting dates and times for Strategic Planning**

Based on the returned calendars, the planning committee date and time of the fourth Wednesday of the month from May through September at 4 pm is recommended for the strategic planning meetings. The dates are 5/23, 6/27, 7/25, 8/22, 9/26 at 5 pm.

Motion to accept 4th Wednesdays of the month, location to be announced, at 5 p.m. for additional strategic planning meetings. Motion: Flenoy-Kelley/Gutierrez, motion carried 7-0).

9. **Public comments**

Joan Richards, extended an invitation to come to a Monday night focus group to discuss the difficulty of finding child care for children under 5 with special needs. Hosted by a group from WestEd, the meetings will be at Family Resource and Referral Center at 5:30 pm, building 509 on West Weber. This is a public invitation.

Caroline Thibodeau, Coordinator of Health Services for Manteca Unified School District, thanked the commission for reconsidering the approval for their project, also extended thanks to Lani and Pablo for all of their help during this project.

Sheri Coburn, Director of Comprehensive Health Programs at SJCOE, thanked the Commission for the funding of their special projects proposal and expressed an additional word of thanks to Lani for all the technical assistance. They felt she had done an outstanding job providing support when needed, was readily available and responsive to their needs. As a panel member, Ms Coburn extended her thanks for the opportunity to see all the wonderful projects that are going on in our community.

Terry Coborne, Vice President of Programs and Government Affairs for Easter Seals, thanked the Commission for the funding and support of their project. Easter Seals has had a presence in San Joaquin county for over 40 years and he wanted to assure the Commission that they have been working with WestEd as well on the child care for children with special needs

Robin Apell, Charterhouse Center, thanked the Commission for considering the funding for their program.

The grant writer from the Birds Nest thanked the Commission for the approval of funding on their mini-grant and was curious about how the dollar limit was set. Chair Mitchell explained it was consistent with other funding agencies whose mini-grant processes were used as the model for our process.

Ms. Coburn offered a meeting room at the County Office of Education.

Ms. Costanos of CA Rural Legal Assistance thanked the Commission for the approval of their mini-grant.

Kathy Hollman, Office Manager of Lots of Tots, thanked the Commission for the approval of their grant and Lani for her help.

Ky Hoang of VIVO, thanked the Commission for the funding and Lani for all her technical support.

Chair Mitchell congratulated the successful proposals and encouraged others to take advantage of the assistance offered by Lani and to submit new proposals in the future so their contributions can be felt by our community too.

10. **Commissioner comments**

Commissioner Gutierrez emphasized the Board of Supervisor's support of the Prop. 10 Commission.

Commissioner Flenoy-Kelley pointed out that media coverage would be important to the Prop. 10 Commission.

Chair Mitchell agreed that with Rnd 1 contracting process complete, news of how the commission is spending Prop. 10 funds will be positive for the commission.

11. Meeting was adjourned to **Wednesday, May 23, 2001 at 5:00 p.m.**. *Motion: (Flenoy-Kelley/Vera Motion carried 7-0)*